



Dual Credit Counselor Weekly Status Reports Guide

1. Go to Rampport.angelo.edu. Log in using your ASU Access Account. If you cannot remember your password, contact the IT Help Desk at (325) 942-2911 or visit mypassword.angelo.edu to reset your password. The mypassword site only works if you have set up your security questions.
2. Click on Email in the top right corner.
3. You can auto-forward the emails in this account following [these instructions](#). This will allow you to forward emails from this account to your school account and will not require that you log in weekly.
4. You will receive two reports to your email every Monday morning. These are the reports you will receive:
 - ADM0167- Dual Credit Application Status For Counselors:** Shows students who have applied for the term you selected. This will only show students who are filling out an application for that term. It will not show students who were admitted in previous semesters. After the deadline to admit students, you should no longer need to run this report. This report will show you students who are admitted and those who have applied and still missing items. It will also show what items they are missing.

***When to use this:** When students are applying and you want to ensure that they applied, if they were admitted, and what items might be missing to get them admitted.*

ADM0176-Dual Credit Students Eligible to Register: Shows all students who are admitted. They could have been admitted any previous or future semester, but our records indicate that they are still an active high school student (have not graduated).

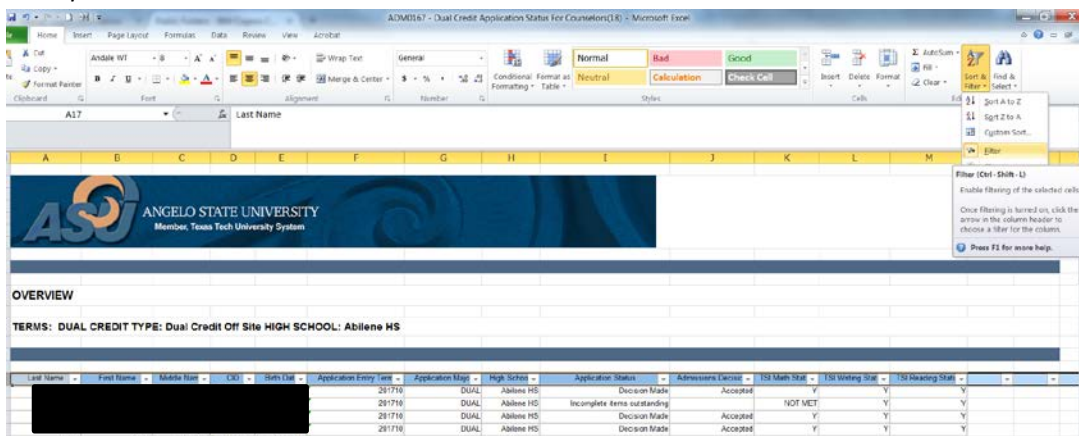
When to use this:** When you want a full summary of all of your students who have been admitted and their TSI status. **If a student does not show up on this report, they have either not been admitted. If a student does not show up on this report and does not show up on the application status report (ADM0167), they HAVE NOT APPLIED.

HOW TO FILTER EXCEL REPORTS:

Filters allow you to select only the information that you want to see in each row. These will make reading reports tremendously easier.

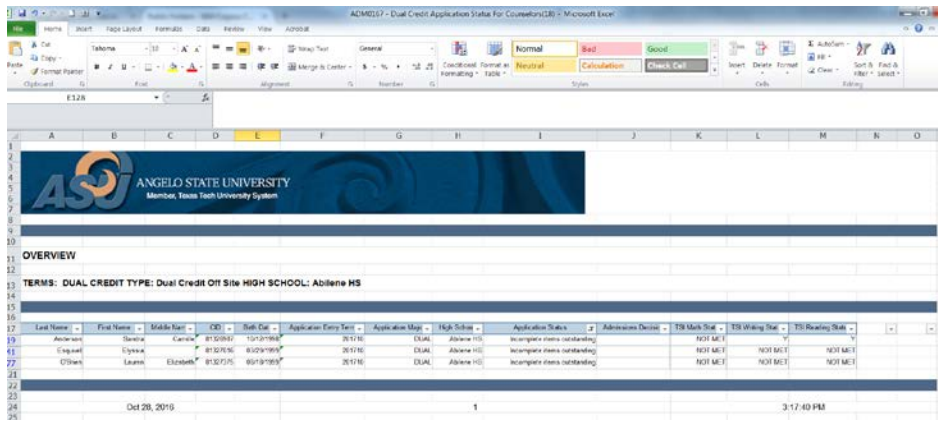
1. Click on the row with titles and select the entire row.
2. On the home tab, go to the Sort & Filter selection at the very end and select filter.

Example:



3. For example, if you would like to filter to show only the students who have not been admitted, go to the Application Status column, click the filter button and select Incomplete Items Outstanding.

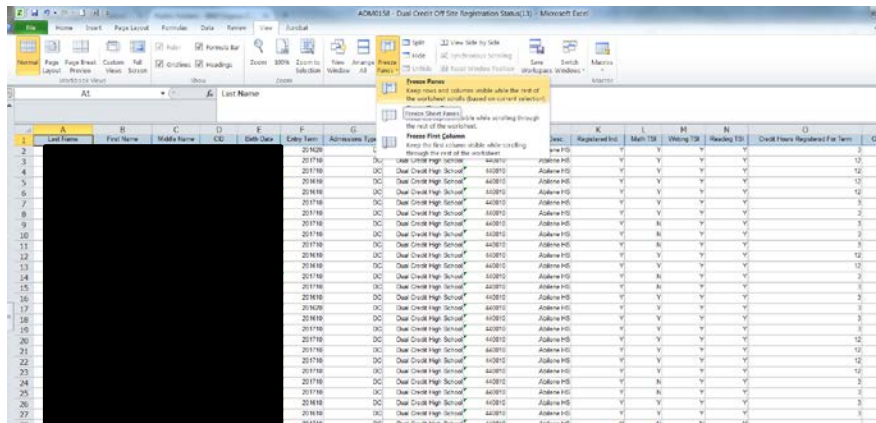
After filtering:



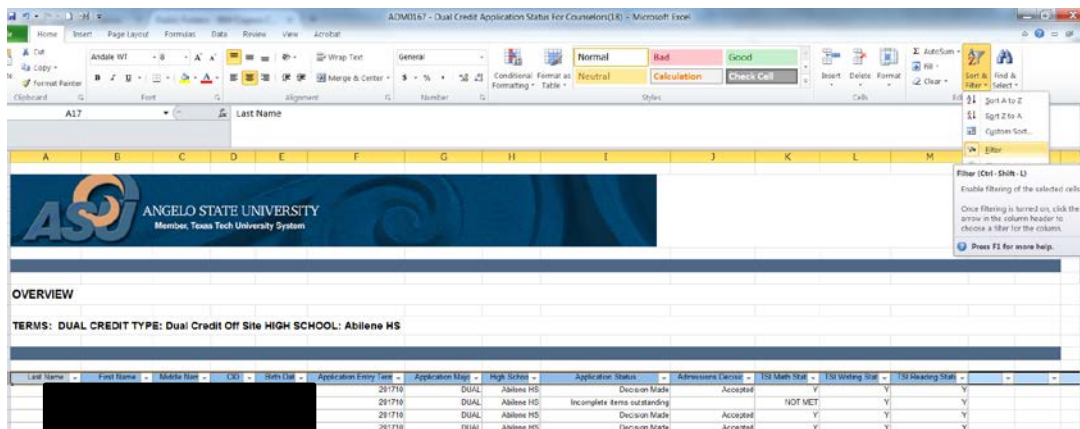
HOW TO FREEZE PANES WITHIN REPORTS:

You may want to see certain rows or columns all the time in your worksheet, especially header cells. By freezing rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells. This helps when the reports are very long!

1. Delete the columns and rows that you don't want to see. It is helpful for your header column to be at the very top.
2. Select the very first cell (A1).
3. Go to the View tab on the menu bar.
4. Click on Freeze Panes.
5. Select Freeze Panes.



ADM0167- DUAL CREDIT APPLICATION STATUS FOR COUNSELORS-



1. Add filters to the title row.
2. Freeze Pains if desired for scrolling.

- Feel free to delete or hide any columns that you don't want to see.
- The first tab shows you all students who have submitted an application. If their name is not on this list, the student has not applied for the semester that you selected. They might have been admitted for a previous semester (their name should appear on the Eligible Students Report) or not applied at all.
- If you would like to filter to show only the students who have not been admitted, go to the Application Status column, click the filter button and select Incomplete Items Outstanding. This will show you the students who still need items submitted.
- To see what item they need, refer to the tabs at the bottom.

ANGEL STATE UNIVERSITY
Marshall, Texas Tech University System

OVERVIEW

TERMS: DUAL CREDIT TYPE: Dual Credit Off Site HIGH SCHOOL: Abilene HS

Last Name	First Name	Middle Name	CD	DAB Date	Application Date Term	Application Map	High School	Application Status	Admissions Decision	TSP Math Status	TSP Writing Status	TSP Reading Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	Y	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Incomplete Items Outstanding	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	Y	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	Y	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Application Enhancement Form	Accepted	NOT MET	NOT MET	NOT MET
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	Y	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	Y	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	Y	Y
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	NOT MET	NOT MET	NOT MET
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201710	DUAL	Abilene HS	Decision Made	Accepted	Y	Y	Y

Overview | Admitted | Transcript Needed | Agreement Form Needed | Other Documents Needed

- The second tab shows Admitted Students only.
- The third tab (Transcript Needed) shows students who have not been admitted who need a transcript submitted.
- The fourth tab (Agreement Form Needed) shows students who have not been admitted who need an agreement form submitted.
- The fifth tab (Other Documents Needed) shows students who need other documentation submitted. The only items that should show on this list, please let us know.